

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF GEORGIA

Vacancy Announcement No.: 19-07
Opening Date: November 29, 2018
Closing Date: December 28, 2018, or until filled.
Early application encouraged.



Human Resources Assistant
CL 25-26
Salary Range: \$42,494 - \$76,095
Depending Upon Qualifications & Experience

The United States District Court Clerk's Office has an immediate opening for the position of **Human Resources Assistant**. The Human Resources Assistant performs and coordinates administrative, technical, and professional work related to human resources programs for multiple court units, supporting judicial officers, judicial staff, law enforcement staff, and non-law enforcement staff. This position reports to the Human Resources Manager.

Position Overview:

The Human Resources Office provides shared human resources services to the District Court and the Probation Office. Currently, the Human Resources Office supports a staff of 300 judicial officers and judiciary employees in four division offices and one satellite office. The Human Resources Assistant provides vital assistance to the Human Resources Manager in executing all duties, responsibilities, and functions related to human resources services for the multiple units served.

We are seeking a candidate with leadership qualities and a desire to grow and progress in the department. The successful candidate should display initiative, exude confidence, have the ability to handle uncertainty and shifting priorities, and possess a strong work ethic. The candidate should also display the desire to learn and have the ability to progress in level of responsibility.

Representative Duties:

Perform and coordinate administrative, technical, and professional work related to human resources operations. Ensure compliance with appropriate guidelines, policies, and approved internal controls.

Assist in processing a variety of human resources duties related to appointments, promotions, payroll, separations, classification, workers compensation, personnel action processing, within grade increases, changes to benefits elections, and records maintenance, etc., for multiple court units and chambers with varying needs and priorities. Maintain local personnel files, including payroll, leave records, and other accountability documents for audit purposes. Gather data for required reports, such as fair employment practices and workers compensation.

Assist with administering and utilizing automated systems for human resources activities including personnel action processing, payroll processing, leave tracking, records management, and performance management, etc.

Ensure adherence to the *Guide to Judiciary Policy* and Human Resources Manual. Research, develop, monitor, and recommend updates to procedures and internal controls processes.

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Assist with fingerprinting new employees, interns, and interpreters. Initiate background checks and investigations (to include drug tests and medical examinations for law enforcement officers) in accordance with the *Guide to Judiciary Policy*.

Assist with issuing new employee credentials and identification cards. Process building access forms with appropriate information for secured access.

Assist with employee recognition programs. Process notifications to managers and supervisors to ensure performance appraisals are completed as prescribed. Follow up on performance appraisals that are not timely submitted. Communicate human resources policy information. Assist with intern program to include conducting employee orientations.

Assist the Human Resources Manager with compliance responsibilities, monitoring the separation of employees and interns, and ensuring return of identification card, keys, etc. Communicate information related to compliance matters, ensuring information has been shared with key staff members for further compliance with the *Guide to Judiciary Policy*.

Serve as backup in performing receptionist duties by greeting visitors/callers in-person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department. Receives and routes all incoming mail/materials from within the court to appropriate individuals in the office.

Serve as liaison between human resources, court personnel, and other entities.

Perform other duties as assigned.

Mandatory Qualifications: Experience: to qualify for the CL 25, the successful candidate must possess one year of specialized experience; to qualify for the CL 26, the successful candidate must possess at least two years of specialized experience equivalent to work at the CL 25, **or**

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class; "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies;

Knowledge, skills and abilities: knowledge of policies, procedures, and practices as they relate to human resources management and personnel processing; skill in researching, analyzing, and evaluating human resources programs, policies, and procedures; ability to consistently demonstrate sound ethics and judgment, exercise discretion, and maintain strict confidentiality; strong motivation, initiative, and attention to detail; exceptional interpersonal communication and customer service skills; ability to interact tactfully, effectively, and professionally with others; excellent writing skills and abilities; skill in the use of a variety of automated equipment and applications, including a human resources management information system, word processing, spreadsheet, and database applications; ability to multi-task and meet changing and competing deadlines; and ability to work independently and as a member of a team.

Specialized Experience: Progressively responsible experience in at least one but preferably two or more functional areas of human resources management and administration (classification, staffing, training, employee relations, etc.) that provide knowledge of rules, regulations, terminology, etc. in human resources administration.

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Court-Preferred Qualifications: Proficiency with Microsoft Office (Word, Excel) and PeopleSoft is preferred. Preference will be given to those applicants who have one or more years of experience in judiciary human resources practices and procedures.

Notice to Applicants: Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the court. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation. The investigation includes a fingerprint check through the FBI, and a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. All court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Employees of the United States District Court serve a one-year probationary period. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States citizen or eligible to work in the United States.

The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

Benefits:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year.
- Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement).
- Available group life insurance and long term care insurance.
- Public transportation subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).

Applicant Information: To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78, (available through this link: <http://www.uscourts.gov/file/635/download>); 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological résumé including education and employment. The completed package should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to **United States District Court, Attn: Human Resources Manager, Vacancy #19-07, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3338**. A skills assessment may be administered to determine knowledge and skills level. All applicants will be screened, and only the best qualified candidates will be invited for the skills assessment test. Interview and relocation expenses are not reimbursable.

The United States District Court is an Equal Opportunity Employer.